

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Legislative Analyst

GRADE: 4

REPORTS TO: Associate Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Legislative Analyst is responsible for providing members of the House of Representatives with concise, nonpartisan information on non-budget bills pending before the House.

**PRINCIPAL ACCOUNTABILITIES:**

1. Prepare general summary of bills listed on House committee agendas.
2. Prepare comprehensive analyses of bills when reported from committee and are before the full House.
3. Compare the proposed legislation with current law, explain any technical or legalistic language, describe the problem being addressed, provide relevant background, and articulate a variety of point of views.
4. Conduct research on specific policy issues.
5. Establish professional relationships with members, policy staff, committee clerk staff, and the Legislative Service Bureau.
6. Respond to queries from the public arising from the availability of summaries and analyses at committee meetings and on the Legislature's public website.
7. Serve on internal Agency committees.
8. Undertake other assignments at the request of the Director or Associate Director.

JOB QUALIFICATIONS: Bachelor's degree is required and a professional writing background is preferred. The Legislative Analyst must have strong written and verbal skills and be able to write clearly, concisely, and quickly on a wide range of topics. Must have research and analytical skills, including the ability to comprehend a wide range of issues and provide a non-technical digest. Must be able to work independently.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.